



State of Delaware  
Department of Natural Resources and Environmental Control  
**Delaware Division of Parks and Recreation**  
89 Kings Highway  
Dover, Delaware 19901

**ADDENDUM No. THREE**

Subject: DNREC Division of Parks and Recreation Professional Services LOI

Contract No.: NAT17002-PS

Date of Issue: February 13, 2017

Notice No. 1: This addendum modifies and becomes part of the Letters of Interest Documents. Work or material not specifically mentioned herein is to be as described in the main body of the Request for Letters of Interest.

LOI Due: **Tuesday, February 28, 2017 at 3:00 PM**  
DNREC Division of Parks and Recreation  
Richardson and Robbins Building  
89 Kings Highway  
Dover, DE 19901

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Part I - Revisions to the Letters of Interest Request:

1. Refer to Request for Letters of Interest – Paragraph One: The contract title shall be “Contract #NAT 17-002-PS. Division of Parks and Recreation – Major and Minor Capital Improvements Program”.
2. Refer to Request for Letters of Interest - Project Description: Add to the list of project types to include boardwalks, elevated platforms, boat ramps, boat trailer and towing vehicle parking lots, bulkheads, HVAC, plumbing and electrical.
3. The Office of Management and Budget, Division of Facilities Management Architectural and Engineering Fee schedule shall apply when negotiating fees for Projects once the selection process has been completed and a project is approved for design. Refer to OMB/DFM website <http://dfm.delaware.gov/profsrv/fee-schedule.shtml>
4. The services to be provided in the LOI response it to be clearly identified on the cover page.
5. Refer to attached GUIDELINES - Review and Approval Procedures for the review and approval process for the Division of Parks and Recreation future projects.

Part II – Questions and Responses:

1. Question: Just confirming that there is no minority participation required.  
Response: The State of Delaware does not have preference laws for non-professional service and professional service contracts. We do however encourage all vendors to compete in our bid processes. Additionally, the State of Delaware recommends that Supplier Diversity vendors become certified with the

Office of Supplier Diversity to assist them in learning more about opportunities in doing business with the State.

2. Question: The public notice states that respondents shall “clearly identify on LOI which category(s) to be considered.” If a firm submits on more than one category, must we submit a separate LOI for each category, or one LOI that encompasses all categories?

Response: No, submit one LOI for the services proposed by your firm.

3. Question: our firm is a multi-discipline consulting firm capable of providing almost all of the categories listed. If our firm makes one submission encompassing all our capabilities, will it be construed as a “team” submission? Meaning, our firm would not be able qualify for individual categories such as architectural, civil, Landscape Architecture, etc, and will only be considered as an entire “project team” with qualifications review and selection based on the entire team?

Response: If you are submitting for all categories, then one LOI is to be submitted. As stated in the Request for Letters of Interest, the State has the right to select services suitable to a project that could result in a professional selected from one firm and a different professional from another firm. Depending on the project, one service may be selected from the team as the entire team would not be needed.

4. Question: If our firm wanted to be considered for all categories individually, i.e. be able to have an architectural project awarded independent of other services, or civil services, etc. Would we have to make multiple submissions, one for each category?

Response: No, submit one LOI for the services proposed by your firm.

5. Question: If we can submit for several categories in one submission, are we still limited to 20 pages? That would be a disadvantage as specialized firms would have the ability to highlight in detail their one specialty in 20 pages, while a multi-disciplined firm would have 20 pages to discuss all their services.

Response: Yes, the limitation is 20 pages either for single submission or team submission. It could be assumed that a specialty firm does not need 20 pages to highlight their services.

6. Question: Are there any limits to the required 330, either a page count limit (by section or overall) or by section (specifically E: resumes or H: additional information)

Response: There are no limits to the Form 330.

7. Question: Based on the RFP, multiple firms may be assigned to one project. Each of these firms will report to the Division of Parks and Recreation. What are your objectives in taking this approach?

Response: Not all teams or single applicant may have the services needed for a specific project.

8. Question: The public notice states that respondents shall “clearly identify on LOI which category(s) to be considered.” If a firm submits for more than one category, must we submit a separate LOI for each category, or one LOI that encompasses all categories?

Response: The firm is to submit a single LOI and list which categories or category they are filing for.

9. Question: If we are interested in pursuing multiple categories of professional services, should we submit a separate LOI for each category or one LOI that details the categories desired for consideration? If you could clarify, we would be most appreciative.

Response: A single LOI is to be submitted for teams.

10. Question: Could you please provide a list of sample projects for the Civil Category and Transportation Category so we may clearly distinguish the services requested under each category?

Response: A sampling of projects that have been completed in the recent past or are under design/construction consist of pedestrian and vehicular bridges, trails, elevated trails, roadways,

campgrounds, water park expansion, amphitheaters, wet land creation, plazas, parking lots, ramps, sidewalks, new structures, and similar type projects.

11. Question: The RFP states that “knowledge of site(s).....” will be a factor in the selection committee’s rankings. Can you please identify the sites being considered under this RFP?  
Response: Division of Parks and Recreation sites, such as parks, preserves, etc. Refer to our website for a listing of these properties.
12. Question: The RFP identifies a 20 page limit for the Letter of Interest. It then states the Federal Standard Forms, GSA SF 330 do not count toward that limit. Please confirm our submittal can be the 20 page LOI AND accompanying SF 330’s.  
Response: Correct.
13. Question: Pages 6 & 7 of the notice (shortlist/interview form & grading criteria) provide scoring based on location relative to project sites. As this is a statewide contract for projects that may take place anywhere within the state, what location should firm’s consider the ‘project site’?  
Response: Delaware Division of Parks and Recreation, 89 Kings Highway, Dover, Delaware.
14. Question: Pages 2 & 5 state that tabs will not be included in the page count, but the notice doesn’t indicate where DNREC expects tabs to be used. Where, if anywhere, are respondents to use tabs?  
Response: Tabs can be used at the discretion of the submitter. Typically, they are used to separate sections.
15. Question: Page 10 of the notice (AIA draft): Article 3’s Scope of Architect’s Basic Services lists “structural, mechanical, civil and electrical engineering services” as being “usual and customary”. Should structural, mechanical and electrical engineering be included as a part of the team for the Letter of Interest submission?  
Response: The AIA document issued with the LOI request is a standard form of agreement for architectural services. Should the LOI be submitted single service, other services such as structural, mechanical and electrical engineering would not be required.
16. Question: Page 1 of the notice states that DNREC reserves the right “to award contracts to two or more firms”. Can you outline how projects will be awarded if multiple firms in the same category participate in the Minor Capital Improvements Contract?  
Response: This LOI is for a contract only as future projects have not been identified. A project could be awarded to civil engineer, landscape architect, architect and MEP engineer. A project could be awarded to an architect and MEP engineer.
17. Question: Can firms who submit for individual services have subconsultants on their team? In other words can only a team submitting on all of the services requested include subconsultants?  
Response: The firms submitting individual services can include subconsultants as they feel necessary to enhance their level of services. These subconsultants cannot be typical primary consultants, such as a Landscape Architect having a civil engineer as a consultant. This would be considered a team.
18. Question: Please clarify the intent of the “Architect/Engineer Shortlist/Interview Form” that is included in the Request for Proposals. Is this the DNREC scoresheet that is included for information only or are you expecting the submitter to complete the bottom portion of this form “TO BE COMPLETED BY CEO/DESIGNEE” and submit it as part of the 20-page letter of interest?  
Response: The scoresheet is for information purposes only and is not to be included as part of the LOI.

19. Question: Would you please clarify: The section dealing with Recent Contract Work With the State Of Delaware. Does this include projects that were funded by the State of DE, i.e. CTF or LWCTF, but were contracted with Municipal Governments during the last 5 years?  
Response: These examples would not be considered State projects as the State was not the project administrator. . A listing of the firm's involvement with these funds should be provided, such as did the firm administer the funding, etc.
20. Question: Would you please clarify: When will answers to the addendum questions be posted?  
Response: The responses will be provided as the conclusion of the question period.
21. Question: Is this contract the follow-up to Contract #11-PS-01 that was awarded in 2011? We noticed that the current solicitation identifies that it is for "Minor Capital Improvements." Can you please clarify if all of the work under this contract will be for minor projects or will a separate contract for "Major Capital Improvements" be issued?  
Response: Refer to Part I, Item 1 for a response to this question.
22. Question: Is the revised submittal date **read Friday March 10 2017 at 3 :00 PM ?**  
Response: The submittal date has not changed and remains Tuesday, February 28, 2017 at 3:00 PM. The statement in question refers to the closing dates for questions.

End of Addendum No. Three



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## **GUIDELINES - REVIEW AND APPROVAL PROCEDURES**

### **Submission of DNREC Projects to Division of Facilities Management (DFM) by Design Professional**

The following clarifies and/or modifies DFM's standard review procedures for DNREC projects. For additional information, refer to the DFM website (<http://dfm.delaware.gov/>) and, in particular, Review and Approval Procedures (<http://dfm.delaware.gov/profsrv/psproc1.shtml>). DFM approval is a requirement for all construction project bid advertising. The design professional shall submit all construction projects that are to be advertised utilizing the following guidelines.

- DNREC projects will require two (2) submissions: Design Development (60%) and Final Plans.
- The following shall be submitted for the Design Development Submission:
  - Sixty percent (60%) complete drawings and a draft copy of the Project Manual including edited administrative specifications and a list of technical specifications that are anticipated for the project (Table of contents listing technical specifications will suffice). PARKS administrative specifications based on AIA MasterSpec are acceptable to DFM (although DFM is utilizing CSI format, DNREC standard AIA format is acceptable).
  - A cost estimate.
  - A listing of required review agencies and permits.
  - Life Cycle Cost Analysis (LCCA). DFM has determined that DNREC may decide which elements are appropriate to be included in the LCCA on a project by project basis. DFM requires calculations as part of the LCCA submission. The LCCA can be for any "system or element" within the project. A minimum of two options are required for each element which is analyzed. The LCCA can be waived by the "agency head" (DNREC Secretary) when LCCA is not used or when the lowest cost option is not incorporated into the project.
- The following shall be submitted for the Final Submission:
  - Final Submission to DFM requires one (1) set of Drawings, one (1) Project Manual, a cost estimate, Final Design Review Check List, Publics Works Project Review Form, DFM Compliance Statement, Review Agency Submission and Approval Status, Life Cycle Cost Analyses and Green Building/Sustainable Design Element List.
  - Each drawing sheet and the Project Manual cover sheet shall be signed and sealed.
  - Drawings and Project Manual shall be submitted to DFM at least seven (7) days prior to a scheduled review meeting. Submit documents prior to scheduling the meeting with DFM which is to be attended by DNREC and the Architect/Engineer.
  - All permits and approvals shall be included with the Final Plan submission. DFM may issue a conditional approval if DNREC has not received all permits by the time of the final review. Meeting minutes of review meetings with City and County officials will be acceptable as building permits are only issued to contractors. Review and approval shall include the State Fire Marshal.
  - DFM's specification section entitled "Construction Waste Management" Spec 01 74 19 must be

included in the project manual for all projects. Refer to DFM website:  
[http://dfm.delaware.gov/docs/section\\_017419\\_cwm\\_060112.pdf](http://dfm.delaware.gov/docs/section_017419_cwm_060112.pdf).

- General:
  - DFM will accept Technical Specifications in note form on the drawings or as specification sections in the Project Manual. Simple projects can utilize technical specifications in note form on the drawings. Projects of moderate to high level of complexity shall utilize full specification sections. All projects will utilize the front end documents required by DFM as well as those provided by DNREC.
  - The design professional shall submit final Plans to Delaware Architectural Accessibility Board, for review and approval. Plans and specifications must comply with the State accessibility standards. The phrase "Not for Construction" should not be shown on any submission plans.
  - All requirements stated on the DFM website pertaining to review and approval procedures for Public Works Projects, not specifically modified by these Guidelines, shall remain in effect.
  - The design professional shall submit documents to the State Fire Marshal for review and approval.
  - Where required, the design professional shall submit for review and approval to all DNREC review agencies, such as Sediment and Stormwater Program, Division of Watershed Stewardship.
  - Where required, the design professional shall submit for review and approval to county site review entities such as the Kent County Conservation District, New Castle County and Sussex County